1. **Webcams with Skype**
   1. Skype is software that allows users to make telephone calls over the Internet. When combined with a webcam, the users have real time video as well as voice. Conference calls are also easy to set up with Skype.
      1. Skype calls on computer to computer are free.
      2. Skype calls to a telephone must be paid for with Skype minutes
   2. Go to: <http://www.skype.com> and click **Download Skype Now**
      1. Double-click on the **SkypeSetup.exe icon** to install the software
      2. Click “**Next”** to accept English as the default language
      3. Choose **"I accept the agreement"** from the first dialog box and click Next to continue
      4. Leave the default directory as **"C:\Program Files\Skype\Phone"** and click “**Next”** again
      5. Choose the options you want (e.g. create a desktop icon or quick launch icon) and click **“Next”** again. The installer will then copy the necessary files to your computer
      6. Click **“Finish”** to complete the installation
   3. Using Skype
      1. Double-click the **Skype icon** to start up Skype for the first time
      2. You wil see a window called **"Create a Skype Account."** Input a new login name and password, and then click **“Next”** to continue
      3. On the **Personal Profile** page, input some personal information about you and then click **“Next”** to continue. The installation is now complete; the main Skype window will appear for the first time
      4. Before calling another Skype user, you will need to add them as a contact. Click on **“Search** **for Skype Users”** in the **“Contacts”** tab to begin adding people to your list
      5. To call someone, select his or her name in your contacts list and click the **“Call”** button in the bottom left of the main Skype window
      6. If someone calls you, you will hear the sound of a phone ringing. Click the Call button to answer it
      7. To end a call, click the **“Hang-Up”** icon in the bottom right of the Skype window
   4. How we can use Skype in Education
      1. Video and voice communications with one or more that one person
      2. Class interviews professional or specialist in a field of study (develop a community database of experts for Skyping)
      3. To collaborate with other classrooms in other locations
      4. To collaborate with other professionals
      5. To connect with homebound students
      6. To record a Skype conversation for rebroadcast
   5. Advanced Skype
      1. Click the **Conference Call** icon at the top of the Skype window (it's the third icon from the left that looks like either a group of people or a teddy bear, depending on what you see first).
      2. Enter a conference topic
      3. Choose participants from the list of **Contacts** on the left
      4. Click once on participants
      5. Click **Add** to include them in the conference
      6. Click Start to begin
   6. Transfer Files
      1. Use Skype to transfer files to other Skype users in one of several ways
         1. The easiest way is to simply drag a file onto the name of an online contact and select **“Send File”**
         2. You can also **right-click** on a contact, or even send a file to everyone in a chat;
            1. Choose **“Send File to All Participants”**
            2. In all cases, the other party has to accept the transfer first, and they have to authorize you to send them files in the first place before the transfer will go through.
      2. Use Skype for Chat
         1. Sometimes it's easier to initiate an IM-style chat than to use your voice.
         2. Choose a contact in your list and click the **“Chat”** icon (the second one from the right that looks like an **"A"** in a balloon).
         3. While you're in the chat, you may add additional contacts to it by clicking on the **“Add”** button.
         4. You can even add offline users; once they join in, they'll get to see all the text of chat from the moment you added them, even if they were offline at the time.
      3. Enable Voicemail
         1. You can get voicemail for your Skype account.
         2. To enable it, you'll have to subscribe by logging into your account on the Skype website first
            1. Voicemail costs **$6.44** for three months and **$19.32** for a year OR
            2. A free voicemail subscription is available when you purchase a *SkypeIn* number